Print

Human Resources: Check-in/Orientation

Once you arrive at WHOI, you must contact the Foreign National Advisor within 3 days to check-in. The Foreign National Office is part of the Human Resources Office and is located in Nobska House on the Village Campus. The telephone number is: (508) 289-2203.

Please bring the following documents with you when you check-in with the Foreign National Advisor:

- Passport
- Visa
- I-94 Card ("Departure Record" or white card stapled to passport when you enter the U.S.)
- Other document(s) which establishes your immigration status (i.e. J-1 Form DS-2019, I-20 for F-1, etc.); Form DS-2019 issued by your previous school, if you are a transferring scholar.

We are required to report in the Student Exchange Visitor Information System (SEVIS) that an exchange visitor has begun his or her program participation as scheduled within 30 days of the program start date on the Form DS-2019. An exchange visitor, who fails to check in with the Foreign National Advisor, shall be terminated from the Exchange Visitor Program and their visa will be considered invalidated by U.S. Citizenship and Immigration Services (USCIS).

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